

# **BUSINESS AND SUPPORT SERVICES**

## **TRANSPORTATION**

### **PLANNING AND FUNDING**

#### **TRANSPORTATION OF STUDENTS**

---

**CJAE**

#### **1. PURPOSE**

The goal of the transportation department is to provide safe transportation to and from school for eligible students. These rules and guidelines are for the student's safety.

The transportation system is established by the state to provide only for school transportation. It is not a general, public mass transit system and is not licensed as such or insured for such services.

#### **2. POLICY STATEMENT**

It is the responsibility of the School District to provide transportation for all school-age children, K-6 who live one and one-half miles or more from their designated school and grades 7-12 who live two miles or more from their designated school. The school district reserves the right, within limits prescribed by law, either to provide or to pay in lieu of transportation. The school district reserves the right to suspend bus privileges for behavior reasons to ensure the safety of all riders. The school bus is an extension of the school building and campus. All district and school rules are in effect on the school bus.

#### **3. PROCEDURE**

- A. Students to be transported must appear on the regular approved transportation list and ride only their regularly assigned bus.
- B. In case of emergency, non-bus student(s) or student(s) from another route could ride a bus to a different location which would be decided case by case. They will need to have permission in writing or by first-hand spoken word from their parent/ guardian to leave the bus at any place other than his/her regular stop. Approval by the principal, superintendent, or transportation department is permitted on a one-time only basis.
- C. No one except school students shall ride the bus except by permission of the principal, superintendent, or transportation department.
- D. The school bus is considered school property. Students are expected to follow the same rules on the school bus as they follow in school.
- E. Bus students are to ride only their bus. A student may get off his/her assigned bus at another regularly scheduled stop if they have permission in writing, or by first-hand spoken word from their parent/guardian to leave the bus at any place other than his/her regular stop. Permission must be approved by the principal, superintendent, or transportation department.
- F. Individuals may not ride buses to non-school activities such as work, birthday parties, piano lessons, karate, baby sitters, etc.

- G. Parents whose students are to be transported on a continuing basis both to and from a designated point other than the primary residence may apply for an exception with the superintendent if they
  - 1. live in an eligible area for bus transportation on a designated bus stop or,
  - 2. have a medical hardship or other compelling concern that would necessitate such transportation.

#### **4. RULES FOR BUS RIDERS**

- A. Follow all bus drivers' directions. They are in charge the same as a teacher in a classroom.
- B. Stay seated at all times leaving the aisle clear.
- C. Keep hands, feet, and objects to yourself.
- D. Respect others by using appropriate language at all times.
- E. Any damage to bus must be paid by the student(s) responsible for the damage.
- F. Students who persist in being disorderly may forfeit their right to ride the bus and become subject to the Juvenile Court the same as one who is expelled from school.
- G. Parents are responsible to get children to and from bus stops. Until the student steps on the school bus, parents are responsible for their child's safety and conduct.
- H. Students must be on time. It is suggested that students need to be at their stop at least 5 minutes before the bus is scheduled to arrive. The bus will not wait for those who are tardy. This applies to all routes to and from school.

#### **5. BOARDING THE BUS**

Students must:

- A. Form an orderly line a safe distance from the bus.
- B. Wait for the bus driver's signal before boarding.
- C. Enter the bus one at a time using the handrail.
- D. Go to your seat designated by the driver and sit down immediately.
- E. Place items on your lap or under your seat.

At bus stops that require students to cross a main thoroughfare, students are instructed to wait until the school bus arrives before crossing the roadway. The student must always look both ways and wait for the driver to signal when it is alright to cross, look both ways again and proceed when it is safe to do so.

#### **6. CONDUCT WHILE RIDING THE BUS**

- A. Remain seated while on the bus.

- B. Keep hands, arms, head and all parts of the body inside the bus at all times.
- C. Remain facing forward and talk in normal voice tone.
- D. Refrain from loud and/or vulgar language (shouting, scuffling, whistling, etc.).
- E. Refrain from disorderly or improper conduct of any kind.
- F. Consume food or drink on the bus only with permission from the bus driver.

## **7. EXITING THE BUS**

- A. Stay in your seat until the bus comes to a complete stop.
- B. Walk quietly down the aisle keeping your hands, feet, and objects to yourself.
- C. Use the handrail when exiting the school bus.
- D. Immediately walk at least 10 feet from the bus.
- E. Students must use the following procedures for crossing a roadway when exiting the bus:
  - 1. Walk at least 10 feet away from the side of the bus to a position where the bus driver can see the student. Walk to a location at least 10 feet in front of the right corner of the bumper, but still remain away from the front of the school bus.
  - 2. Be at the right edge of the roadway. At this distance the student should be able to see the bus driver.
  - 3. When a student reaches the edge of the roadway, he/she should: Stop and look in all directions, making sure the roadway is clear and safe. Check to see if the red flashing lamps on the bus are still flashing, all cars are stopped, and the roadway is clear.
  - 4. Wait for the bus driver's signal before crossing the roadway. Upon the driver's signal, the student should look both ways and walk across the roadway when it is safe to do so.

## **8. REMOVAL OF BUS PRIVILEGES**

Behavior that poses a direct threat to the welfare, safety, and morals of the student, other students, school personnel, or to the safe operation of the school bus may result in a loss of bus privileges.

Students who refuse to promptly obey the driver's direction may lose bus privileges.

Unless a student is placed in the custody of a law enforcement agency or another district employee, drivers will not require a student to disembark the bus for misconduct unless it is at their assigned bus stop or the designated school.

The principal or designee has permission to implement immediate removal from the bus or restrict bus privileges if a student's behavior poses a direct threat to themselves or others.

The following are examples of conduct that students will be removed from the bus but not limited to:

- A. Possession of or intent to sell drugs, imitation drugs, other controlled substances, or drug paraphernalia.
- B. Willful destruction or defacing school district property.
- C. Exiting any emergency exit in a non-emergency situation.
- D. Possession, control, intent to sell, or threatened use of a real weapon, explosive, or noxious flammable material.
- E. Actual or threatening language with intent to intimidate another person or to disrupt normal school bus activities.
- F. Sexual harassment or bullying, including verbal intimidation and threats.

## **9. TRANSPORTATION STANDARDS AND REGULATIONS**

The transportation department will establish bus stops and routes in accordance with state standards and regulations.

Due to the cost of bus operations, bus routes should be avoided on dead end streets or doubling back unless, the number of students transported is ten (10) or more.

Bus routes may follow only public roads that are adequately maintained for safe bus operation.

The transportation system is established by the state to provide only for school transportation.

## **10. CELL PHONES/ELECTRONIC DEVICES**

These cell phone standards are in compliance with the 1999 Utah School Buses and Operations Procedures and are to be followed by both school bus operators and any driver transporting students in district vehicles.

- A. An operator's primary responsibility, consistent with training and policy, is the safety of passengers and the safety of the public at all times.
- B. An operator shall not use a cell phone, wireless electronic device, or any headset, earpiece, earphones or other equipment that might distract a driver from his responsibilities, whether hand held or not, while the school bus/district vehicle is in motion and not appropriately parked or secured. This prohibition does not apply to the safe and appropriate use of two-way radios.
- C. Once the bus/district vehicle is stopped and safely parked, an operator may use an electronic device for emergencies, to assist special needs students, for behavior management, for appropriate assistance for field/activity trips or for other business-related issues.
- D. An operator may use an electronic device for personal use once the bus/ district vehicle is safely parked, appropriately secured off the roadway and all passengers are safely off and

at a safe distance from the bus/district vehicle.

- E. Any violation of these provisions for emergency or compelling reasons may require documentation and will be addressed by the employing education entity.
- F. Violations of these provisions may result in personnel action(s) against the operator consistent with school district/employer policies.

#### **11. BUS CAMERA SURVEILLANCE SYSTEMS**

It shall be the policy of the school district to use camera surveillance system(s) on various school buses throughout the district. Such a system is to protect school district property and assets from vandalism through deterrence and video documentation and to deter other undesirable activities that pose a risk to the students or driver. Any information obtained may be used as evidence in such cases. Signs will be posted at the front of the bus informing students that they may be under video and audio surveillance.

#### **12. AUTHORIZED CAMERA SURVEILLANCE SYSTEM USERS**

Authorized users of the camera surveillance system shall be approved by the district superintendent or designee.

Authorized users shall receive training regarding proper use of the camera surveillance system equipment, rules regulating privacy, and district policy.

Camera video may be used when determining discipline related to incidents that occur on the bus including those by student(s), bus aides, and drivers. Videos may be routinely reviewed by the transportation supervisor, drivers, principals, or superintendent, and may include police officials if determined appropriate.

The district superintendent or his/her designee shall approve requests for access to recorded information for anyone other than approved district personnel.

Any remote monitoring system shall ensure the security of the camera surveillance system and must include a system utilizing password identifiers to gain access.

---